

**Chapter 7 Filing
(Effective October 1, 2006)**

FILING FEE: \$299 Clerk's office does not accept personal checks or credit cards from debtor(s). See Local Rule 1006(c).

COPIES: Clerk's office will keep the original *only*.

PRIVACY RULES : Rules and forms have been changed to allow the use of only the last four digits of the Social Security number in captions and forms filed in a case. It is the responsibility of the filer to redact the information no longer required by the FRBP and revised forms.

- ☐ **VERIFIED STATEMENT OF DEBTOR(S)' SOCIAL SECURITY NUMBER:** Debtor(s) will be required to submit (not file) with the Court a verified statement of the debtor's social security number (new Official Form 21). This document will be maintained by the Clerk, but it will not be a part of the official file and will not be a public record.

*******TOGETHER AND IN THIS ORDER*******

- ☐ **(Please NO staples or punched holes—clips allowed)**
- ☐ **VOLUNTARY PETITION PAGES :** Page 1 must be completed. Page 2 must be completed. Attorney's signature and date on Exhibit "B". Check a box in Exhibit C section. If yes is checked, attach completed Form B1 (Exhibit C). Page 3 must be completed and contain date, signature and OBA number of attorney. See Local Rule 9004(d). Exact signature(s) of debtor(s) on unsworn declaration, date of execution within 10 days of filing date. If pro se, petition must contain daytime telephone number of debtor(s) or number where debtor(s) may be reached.
- ☐ **EXHIBIT D TO THE PETITION, WITH CERTIFICATE OF CREDIT COUNSELING ATTACHED.** Completed Exhibit D and Certificate of Credit Counseling required for each voluntary individual Debtor.
- ☐ **SUMMARY OF SCHEDULES**
- ☐ **STATISTICAL SUMMARY OF CERTAIN LIABILITIES AND RELATED DATA:** Required for voluntary individual debtors.
- ☐ **SCHEDULES A, B, C, D, E, F, G, H, I, and J:** Schedules C, I, and J are not required for corporation/partnership.
- ☐ **DECLARATION CONCERNING DEBTOR'S SCHEDULES :** Signature of debtor(s) and date of execution within 10 days of filing date.
- ☐ **STATEMENT OF FINANCIAL AFFAIRS:** Signature of debtor(s) and date of execution within 10 days of filing date.
- ☐ **STATEMENT OF INTENTION:** Required only for individual filings.
- ☐ **VERIFICATION AS TO OFFICIAL MAILING MATRIX:** Each submission of the mailing matrix, whether on diskette or CD, shall be accompanied by a Verification as to Matrix in the format outlined by the Clerk.
- ☐ **STATEMENT OF ATTORNEY'S COMPENSATION:** (if applicable) Signature of attorney and date of execution.
- ☐ **DISCLOSURE OF COMPENSATION OF BANKRUPTCY PETITION PREPARER (Form B280)** (if applicable)
- ☐ **NOTICE TO DEBTOR BY NON-ATTORNEY BANKRUPTCY PETITION PREPARER (Form B19B)** (if applicable)
- ☐ **DECLARATION AND SIGNATURE OF NON-ATTORNEY BANKRUPTCY PETITION PREPARER (Form B19A)** (if applicable)
- ☐ **NOTICE TO INDIVIDUAL CONSUMER DEBTORS:** Pro Se Individual Debtors

CHAPTER 7 FILING (CONTINUED)

****filed separately with correctly styled caption page****

- ☐ **STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATIONS (Form 22A): SUBMITTED SEPARATELY WITH COVER SHEET AND PROPER SIGNATURES** For individual, voluntary consumer Debtors. Must be styled as a pleading or have a cover sheet with style and case number per Bankruptcy Rule 1005.
- ☐ **PAYMENT ADVICES CERTIFICATION** – required for each voluntary individual debtor with redacted pay stubs (if applicable) attached.
- ☐ **CREDITORS ON DISKETTE (MAILING MATRIX):** The official mailing matrix (creditor list) must be provided to the court in electronic format. The matrix in electronic format may be submitted on 3.5-inch "floppy" disk or CD ROM. The floppy or CD should be labeled with the name of the attorney, the debtor, and the date. The file shall be in ASCII file format with an appropriate text extension (.txt). Instructions for preparing the matrix in proper electronic format are available from the Clerk and on the Court's website at www.oknb.uscourts.gov.

- ☐ **AMENDED SCHEDULES OR AMENDMENTS TO SCHEDULES:** Must be styled as a pleading or have a cover sheet with style and case number per Bankruptcy Rule 1005. The amendment must be signed by the debtor(s), contain a declaration under penalty of perjury and date of execution must be within 10 days of filing date. If filing amended/amendment to Schedule D, E, or F, a \$26.00 filing fee per each is required if filed separately. If amendments are combined into one single pleading (with a cover sheet stating the Schedules to be amended), then a single fee of \$26.00 is required. See Local Rule 1009(b).
- ☐ **AMENDMENTS TO MAILING MATRIX:** See Local Rule 1007(d)(4). \$26.00 filing fee is required. If Amendment to the Matrix is filed concurrently with amended schedules, a single fee of \$26.00 for all may be paid. Creditor List must be accompanied by Verification signed by debtor(s). Amendments to the matrix shall be made in electronic format but shall contain only names and addresses to be added to the list. If creditors are to be removed from the list, a pleading should be filed requesting that removal.
- ☐ **NOTE:** Any petition, list, schedule, statement of financial affairs, or amendment to such documents, which is presented for filing more than 10 days after having been executed by the debtor, shall be accompanied by a statement, signed by the debtor(s), that no change in circumstances has occurred in the interim. See Local Rule 1008.

IF YOU HAVE QUESTIONS PLEASE CALL THE BANKRUPTCY CLERK'S OFFICE AT (918) 699-4000.